

City of Franklin Addendum No. 3 to

Purchasing Office Solicitation No.: 2014-019

1. Solicitation identified: This Addendum No. 3 applies to the following procurement:
professional master planning services for development of a comprehensive parks & recreation 10-year needs assessment
Purchasing Office Solicitation No.: 2014-019
2. Legal notice publication date: **March 6, 2014**
3. Request for Qualifications release date: **March 7, 2014**
4. Addendum No. 1 release date: **March 14, 2014**
5. Addendum No. 2 release date: **March 24, 2014**
6. Addendum No. 3 release date: **March 27, 2014**
7. Deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation: **April 1, 2014, 2:00 p.m. Central Time**
8. Response submittal deadline and scheduled opening: **April 10, 2014, 2:00 p.m. Central Time**
9. Tentative date of release of City's tabulation of response submittals received and notice of intent to award: **May 23, 2014**
10. Tentative date of award: Meeting of Board of Mayor and Aldermen at which is tentatively scheduled to be awarded the selection of the best qualified responsive and responsible potential service provider: **June 10, 2014**
11. Addendum:
In reference to the City of Franklin's March 7, 2014 Purchasing Office Solicitation No. 2014-019 for parks master planning consulting services, as revised per Addendum No. 1 issued March 14, 2014 and Addendum No. 2 issued March 24, 2014, the City has been asked certain additional questions about the solicitation by one or more vendors who are potential service providers.
The purpose of this Addendum No. 3 is to provide to all vendors who are known or thought to be interested in responding to the referenced solicitation the City's responses to the questions that have been asked since issuance of Addendum No. 2.

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Please note that the submittal deadline and scheduled opening of all submittals received remains unchanged and is:

April 10, 2014, 2:00 p.m. Central Time

Below are the additional questions asked since issuance of Addendum No. 2, and the City's responses thereto:

Q1: Section 11.6.1.c of the City's Request for Qualifications asks for "one (1) example of a Comprehensive Parks and Recreation Master plan." May we submit an electronic copy of the requested example CPRMP?

A1: Yes, the requested example CPRMP may be submitted either in hard copy or in electronic format. Regardless of format, the requested example CPRMP must be submitted prior to the submittal deadline and must be contained within a sealed envelope just the same as is required for the remainder of the submittal. If the requested example CPRMP is submitted in electronic format, then it may be submitted on a CD or thumb-drive and should be in PDF format. Please label the outside of the CD or thumb-drive with the name of the firm.

Q2: The first sentence of Section 9.c, as well as the bullet-point text of Section 11, of the City's Request for Qualifications both call for any exceptions to be listed in a "separate document." May we identify any exceptions we wish to take somewhere within the context of the response we prepare and submit, or does the City need the exceptions to be in a separate document?

A2: A separate document pertaining to exceptions is not necessary. Exceptions may be listed, described and explained somewhere within the context of the response that is prepared and submitted by the respondent.

Please note that exceptions which the City, in its sole discretion, deems not to meet or exceed the City's intention as expressed and implied by the procurement solicitation shall be considered by the City as a factor in the award selection criteria. Therefore, in order to avoid the need to take an exception, potential service providers are advised to request revisions to the procurement solicitation prior to the deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation.

Q3: Section 10.f. of the City's Instructions for Response Submittal requests that the respondent's proposed agreement or contract, if any, be included with the response submittal. Do we need to submit a typical contract agreement for your review?

A3: The answer depends on whether the respondent recommends that its standard agreement or contract be utilized in finalizing the terms of an award by the City to that respondent. If so, then the respondent's proposed agreement or contract, or proposed contractual language, must be included with the response submittal. (Please note that initial responses to the procurement solicitation are not to include a proposed scope of services, and are not to indicate a proposed fee for

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services to be rendered.) Otherwise, a proposed agreement or contract need not be included with the response submittal.

Q4: Section 11.6.2.a of the City's Request for Qualifications requests experience of the team members "within the past 3 years" while section 11.6.1.b of the same document does not appear to have a similar timeframe for relevant experience. Does the City wish that any relevant experience also be within the past 3 years?

A4: The City does not wish to require a particular timeframe for the relevant experience requested in Section 11.6.1.b of the City's Request for Qualifications. All other things being equal, more recent relevant experience would be considered more favorably than not so recent relevant experience. Please note that Section 11.6.1.b does call for "year work was done."

12. Acknowledge receipt of addendum: Respondents shall acknowledge receipt of this addendum on the Response Submittal Form in the space to the right of the text on that form that reads, "Receipt acknowledged of any and all issued addenda to this solicitation."
13. Questions, requests for clarifications, and requests to revise the procurement solicitation; addenda: To ask questions, to request clarifications about any aspect of this procurement solicitation, or to request revisions to the procurement solicitation prior to the deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of the procurement solicitation, please contact:

City of Franklin Purchasing Office
Franklin City Hall, Suite 107
109 3rd Ave. South
Franklin, TN 37064
purchasing@franklinton.gov
Tel: 615/550-6692
Fax: 615/550-0079

Depending upon the inquiry, the City may request that the question, request for clarification, or request for revision be submitted in writing, whereupon the City may make all vendors known or thought to be interested in the solicitation aware of the inquiry and of the City's response thereto.

14. Communication with City during procurement phase: Any questions about either the content of or the procurement process pertaining to this procurement solicitation should be addressed as described above. Until the procurement award has been made, vendors shall not communicate about either the content of or the procurement process pertaining to this procurement solicitation with any official, employee or other representative of the City except through the City's Purchasing Office. The City reserves the right to disqualify any vendor that initiates unauthorized communication with the City during the procurement phase.